

NOTICE OF MEETING
LONG BEACH CIVIL SERVICE COMMISSION
THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON
WEDNESDAY, OCTOBER 7, 2009, AT 8:30 A.M. IN THE SIXTH FLOOR CONFERENCE ROOM OF
THE HARBOR COMMISSION, 925 HARBOR PLAZA, LONG BEACH.

A G E N D A

1. **MINUTES** – Regular Meeting of September 30, 2009
2. **REQUEST FOR SELECTIVE CERTIFICATION** – Garage Service Attendant
 - a. Communication from Cynthia Stafford, Personnel Services Officer, Public Works
 - b. Staff report prepared by Rob Pfingsthorn, Personnel Analyst
3. **REQUEST TO EXTEND NON-CAREER APPOINTMENTS** – Ekaterina Garcia and Nidrah Watts, Administrative Interns
 - a. Communication from Lisa Marin, Director of Human Resources
 - b. Staff report prepared by Donna deAraujo, Assistant Administrative Analyst
4. **REQUEST FOR EXCEPTION TO CIVIL SERVICE RULES AND REGULATIONS** – Article VIII, Section 115(3) – *Requesting Exception to Article II, Section 7 of the Civil Service Rules and Regulations – Qualifications and Requirements for General Maintenance Assistant, Limiting Applications to City Employees and Laid Off City Employees*
Staff report prepared by Sal Ambriz, Personnel Analyst
5. **REQUEST FOR AMENDMENT TO REQUEST - EXCEPTIONS TO THE RULES MAY BE AUTHORIZED – ARTICLE VIII, SECTION 115(3) – CIVIL SERVICE RULES AND REGULATIONS; Requesting Exception to Article II, Section 7 of the Civil Service Rules and Regulations – Qualifications and Requirements for Assistant Administrative Analyst, Limiting Applications to City Employees and Laid Off City Employees**
Staff report prepared by Mario R. Beas, Executive Director
6. **BULLETIN** – General Maintenance Assistant
7. **EXAMINATION RESULTS**
Civil Engineering Assistant
Control Center Operator
8. **EXTENSION OF EXPIRING ELIGIBLE LIST (6 months)**
Building Maintenance Engineer
Business Systems Specialist
Capital Projects Coordinator
Civil Engineering Assistant (10/15/08)
9. **RETIREMENTS**
Lawrence Fortenberry/Housing Specialist II/Community Development (21 yrs., 2 mos.)
Gregory Berg/Clerk Typist III/Public Works (28 yrs., 20 days)

10. **TRANSFER** – Garrett Potter/Maintenance Assistant I/Health to Maintenance Assistant I/Parks
11. **RESCHEDULE FOR HEARINGS**
Dismissal Appeal 19-D-78 – Suggested Dates December 2 & 9, 2009
Dismissal Appeal 05-D-89 – Suggested Date December 16, 2009
Dismissal Appeal 06-D-89 – Suggested Dates January 6, 2010
Dismissal Appeal 07-D-89 – Suggested Dates January 13, 20, & 27 2010
12. **MANAGERS' REPORT**
13. **NEW BUSINESS**
14. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

NO HEARING

THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.

"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".

**LONG BEACH CIVIL SERVICE COMMISSION
MARY ISLAS, PRESIDENT
SEPTEMBER 30, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, September 30, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Mary Islas, F. Phil Infelise, Ahmed Saafir, Douglas Haubert

MEMBER EXCUSED: Jeanne Karatsu

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Caprice McDonald, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President Mary Islas presided.

The Secretary informed the Commission that Chief Anthony Batts was able to attend today's Commission meeting due to a cancellation on his schedule. He provided the Commission with his employment history with the City. President Islas thanked Chief Batts for coming, and acknowledged his outstanding service to the City and citizens of Long Beach. The Secretary made a presentation to Chief Batts on behalf of the Commission. The Secretary also made a presentation on behalf of the Civil Service Department. Chief Batts thanked the Commission and staff for the acknowledgement and expressed his gratitude and support of the Commission and Civil Service Department for the exceptional service they provided to the City of Long Beach.

MINUTES: It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the minutes of the regular meeting of September 23, 2009, be approved as prepared. The motion carried by a unanimous roll call vote. Commissioner Haubert was not present during the vote.

PROVISIONAL APPOINTMENTS: The Secretary presented a communication from Dennis J. Thys, Director of Community Development, requesting Commission authorization to appoint La Trussel Williams, Perry Daniel and Carmen Quezada, to the classification of Housing Specialists on a provisional basis. In addition, the Secretary presented a staff report prepared by Donna

deAraujo, Assistant Administrative Analyst. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the request be granted in accordance with Civil Service Commission Policy 1.02 and Section 43 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote. Commissioner Haubert was not present during the vote.

**REQUEST FOR TEMPORARY
REASSIGNMENT FOR
TRAINING:**

**CHERYL DAVIS/CLERK TYPIST TO ENGINEERING
TECHNICIAN**

The Secretary presented a communication from Cynthia Stafford, Personnel Services Officer, Public Works, requesting Commission authorization to temporarily reassign Cheryl Davis, Clerk Typist to the classification of Engineering Technician for training. In addition, the Secretary presented a staff report prepared by Sal Ambriz, Personnel Analyst. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the request for reassignment for training be approved, pursuant to Section 63(3) of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST FOR EXCEPTION
TO CIVIL SERVICE RULES AND
REGULATIONS SECTION 115(3):**

ASSISTANT ADMINISTRATIVE ANALYST

The Secretary presented a staff report, prepared by him, requesting Commission approval to an exception to Article IV, Section 7 of the Civil Service Rules and Regulations – Qualifications and Requirements, in accordance with Article VIII, Section 115(3) of the Civil Service Rules and Regulations, to approve the upcoming selection process for Assistant Administrative Analyst as an open-competitive examination, but limit the candidate pool to current City employees. The Secretary briefed the Commission regarding the request to conduct the examination open-competitive to City employees rather than open competitive. Commissioner Haubert suggested that a description of the exception to the rule be identified on the public agenda when a request for the exception to Civil Service Rules and Regulations Section 115(3) is made to the Commission. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Haubert and carried to approve the Exception to Civil Service Rules and Regulations Section 115(3), Article IV, Section 7 – Qualifications and

Requirements. The motion carried by a unanimous roll call vote.

**REQUEST FOR PERMANENT
ASSIGNMENT IN LIEU OF
LAYOFF:**

**JAMES RUGGIRELLO, CULTURAL PROGRAM
SUPERVISOR TO COMMUNITY SERVICES SUPERVISOR**

The Secretary presented a communication from Suzanne Mason, Director of Human Resources, requesting Commission approval to permanently assign James Ruggirello, Cultural Program Supervisor to Community Services Supervisor, Parks, Recreation & Marine, to avoid layoff. In addition, the Secretary presented a staff report prepared by Donna deAraujo, Assistant Administrative Analyst. The Secretary briefed the Commission regarding this request. Ken Campbell, Superintendent, Personnel & Training, Parks, Recreation & Marine, answered Commission questions. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried to approve the permanent assignment in lieu of layoff pursuant to Sections 67(5) of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

EMERGENCY ITEM:

The Secretary requested the Commission consider a request for order of layoff, received on Monday, September 28, 2009, as an emergency item, pursuant to Government Code 54956.5. It was moved by Commissioner Haubert, seconded by Commissioner Infelise and carried to add the request for order of layoff as emergency item #5(a). The motion carried by a unanimous roll call vote.

ORDER OF LAYOFF:

The Secretary presented an order of layoff from Patrick H. West, City Manager for the classification of Public Health Professional (Selective Certification – Role of Men Program Supervisor). In addition, the Secretary presented a staff report prepared by Diane Dzodin, Administrative Office. Ms. Dzodin briefed the Commission, stating that on July 15, 2009, the Commission approved an order of layoff for this position to be reduced from full-time to part-time status. However, she stated that this request is to completely eliminate the position due to lack of funding. Roberto Uranga, Personnel Services Officer, and Theresa Marino, Manager – Community Health Bureau, Health & Human Services answered Commission questions regarding this request. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Infelise and carried to

approve the order of layoff. The motion carried by the following roll call vote:

AYE: Douglas Haubert
F. Phil Infelise
Mary Islas

NAY: Ahmed Saafir

BULLETIN:

ASSISTANT ADMINISTRATIVE ANALYST

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the subject Job Opportunity Bulletin be approved. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS:

**CIVIL ENGINEERING ASSISTANT – 84 Applied,
79 Qualified**

It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the subject examination results be approved. The motion carried by a unanimous roll call vote.

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

It was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Animal Control Officer
Aquatics Supervisor
Civil Engineer (10/8/08, 4/8/09, 4/29/09)
Helicopter Mechanic
Senior Civil Engineer (10/8/08)
Supervisor Stores & Property
Water Treatment Operator (4/8/09, 4/15/09)

RETIREMENTS:

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Eugene Roston/General Maintenance Assistant/Harbor
Terence Murray/Principal Construction Inspector/Harbor
Aubrey Neal/Principal Construction Inspector/Harbor

TRANSFER:

**ASHLEY ATKINSON/ADMINISTRATIVE ANALYST
III/COMMUNITY DEVELOPMENT/TO ADMINISTRATIVE
ANALYST III/DEVELOPMENT SERVICES**

It was moved by Commissioner Haubert, seconded by Commissioner Saafir and carried that the subject transfer between departments be approved. The motion carried by a unanimous roll call vote.

SCHEDULE FOR HEARINGS:

It was moved by Commissioner Saafir, seconded by Commissioner Haubert and carried that the following hearing schedule be approved. The motion carried by a unanimous roll call vote.

Reduction/Suspension Appeal 03-R/S-89, 11/4 & 11, 2009
Dismissal Appeal 05-D-89, 12/2 & 9, 2009
Dismissal Appeal 06-D-89, 12/16, 2009
Dismissal Appeal 07-D-89, 1/6, 13, & 20, 2010

MANAGERS' REPORT:

Diane Dzodin, Administrative Officer provided copies of the last CSI Long Beach Newsletter for fiscal year 08/09, to the Commission.

Melinda George, Deputy Director, stated that the District 5 picnic on Saturday was very successful. She also thanked Civil Service Department for participating and Caprice McDonald, Personnel Analyst, for making the arrangements and Rob Pfingsthorn, Personnel Analyst, for setting up for staff.

The Secretary thanked Marilyn Hall, Executive Assistant for getting the presentation for Chief Anthony Batts. He also thanked Diane Dzodin, Administrative Officer for preparing the order of layoff emergency item for today's agenda. He also thanked staff for participating in the City Council District 5 picnic on Saturday, September 26, 2009.

COMMENTS FROM PUBLIC:

Beverly Nieves, Personnel Analyst, Human Resources, thanked staff for handling the request for permanent assignment in lieu of layoff so quickly to avoid layoff of the individual affected. She also informed the Commission that several City employees laid off within the last two weeks are eligible to participate in the Assistant Administrative Analyst examination. However, because they are not current City employees, she requested that they be allowed to participate in the examination.

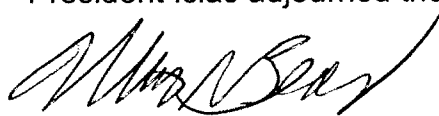
As a result of her comments, it was discussed allowing any City employee laid off this fiscal year due to the City's budget be allowed to participate in the Assistant Administrative Analyst examination.

Commissioner Saafir questioned how would those City employees who have been laid off earlier be notified of the position and them being able to file an application. The Secretary informed the Commission that the Civil Service Department, along with Human Resources would ensure that they are notified.

Commissioner Haubert suggested adding language to the current exception to the rule to include allowing a person who was employed by the City and laid off within a certain time be eligible to participate in an examination limited to City employees only.

ADJOURNMENT:

There being no further business before the Commission, President Islas adjourned the meeting.

A handwritten signature in black ink, appearing to read 'Mario R. Beas', with a stylized flourish at the end.

MARIO R. BEAS
Secretary

MRB:meh



Agenda Item No. 2

RECEIVED

2009 SEP 30 AM 9:19

Date: September 28, 2009
To: Civil Service Commission
From: Cynthia A. Stafford, Personnel Services Officer, Department of Public Works
Subject: TOWING SELECTIVE CERTIFICATION – GARAGE SERVICE ATTENDANT

CIVIL SERVICE DEPT.

C. Stafford

The Department of Public Works is requesting the selective certification of candidates on the Garage Service Attendant eligible list with vehicle towing experience in accordance with Article IV, Section 28 of the Civil Service Rules and Regulations.

The Towing and Lien Sales Division is in need of candidates with vehicle towing experience. The Division, which averages 1,602 tows per month, lacks sufficient personnel to actively manage the number of tows without requiring the use of overtime and contract tow operators. The recent Garage Service Attendant exam tested applicants for vehicle towing experience. The selective certification will identify those candidates with the skill set required to perform the duties of Garage Service Attendants in the Towing and Lien Sales Division.

The Towing and Lien Sales Division has four budgeted Garage Service Attendant I vacancies. Requisition PW09-042, to fill these vacancies, is on file in the Civil Service Department and the Department of Public Works requests candidates with vehicle towing experience be selectively certified to this requisition.

If you have any questions, please contact Cynthia Stafford at (562) 570-4686.

1 **DATE:** October 7, 2009
2 **TO:** Civil Service Commission
3 **FROM:** ^{RP} Rob Pfingsthorn, Personnel Analyst
4 **SUBJECT: REQUEST FOR SELECTIVE CERTIFICATION – GARAGE SERVICE**
5 **ATTENDANT**

6 Correspondence has been received from Cynthia A. Stafford, Personnel Services
7 Officer, Department of Public Works, requesting Civil Service Commission
8 authorization for the selective certification of Garage Service Attendant eligible
9 candidates with towing operation experience. Staff has reviewed this request and
10 recommends Commission approval in accordance with Article IV, Section 28 of the
11 Civil Service Rules and Regulations.

12
13 **Facts for Consideration:**

- 14 • Requisition # PW 09-42 for four budgeted vacancies for Garage Service Attendant I
15 from Public Works has been received and is on file in the Civil Service Department.
- 16 • The Garage Service Attendant positions are in the Bureau of Towing and Lien
17 Sales. As described in the request, the primary function of these positions is to
18 perform towing functions for the City of Long Beach.
- 19 • The Department of Public Works currently averages 1,602 tows per month and
20 lacks sufficient personnel to actively manage the number of tows without requiring
21 the use of overtime and contract tow operators.
- 22 • Approval of the request by the Commission will allow staff to certify all Garage
23 Service Attendant applicants that have received a qualifying score on the towing
24 operations section of the Garage Services Assistant performance examination in
25 accordance with Article IV, Section 28 of the Civil Service Rules and Regulations.

1 A representative from the Department of Public Works will be present to respond to
2 any questions from the Commission.

3 SELECTIVE CERTIFICATION (GARAGE SERVICE ATTENDANT, 10-7-09).DOC
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The Port of
LONG BEACH

Agenda Item No. 3
Memorandum

Date: September 29, 2009
To: Civil Service Commission
From: Lisa Marin, Director of Human Resources and Special Services
Subject: Request to Extend Non-Career Appointment

The Harbor Department requests your authorization to extend the Non-Career appointment of Ekaterina Garcia and Nidrah Watts, Non-Career Administrative Interns in the Division of Human Resources & Special Services.


Ms. Garcia and Ms. Nidrah Watts are currently assigned to the Human Resources Division and are working on a number of projects essential to the division and the Harbor Department in general. These critical projects include the updating and development of personnel policies and procedures.

Ms. Garcia and Ms Watts' assistance and support on current Human Resources' projects is vital in the continuation of the auditing process and analysis of the Harbor Department's existing practices in order to meet current best practices and compliance with the changing regulatory standards. Presently they are involved in updating two major policy initiatives: the Computer and Technology System Security Policy and the Pandemic & Communicable Disease Emergency Policy.

In light of these key projects and pending the examination schedule by Civil Service, a six month extension of Ms. Garcia and Ms. Watts' non-career hours would be greatly appreciated. A representative of the Harbor Department will be present at the Civil Service Commission meeting to respond to any questions.

IT IS REQUESTED THAT THE CIVIL SERVICE COMMISSION:

Authorize a six-month extension of the Non-career appointment of Ms. Ekaterina Garcia and Ms. Nidrah Watts as Administrative Interns-NC pursuant to Article V, Section 49 of the Civil Service Rules and Regulations.

1 **DATE:** October 7, 2009
2 **TO:** Civil Service Commission
3 **FROM:**  Donna deAraujo, Assistant Administrative Analyst
4 **SUBJECT: REQUEST TO EXTEND NON-CAREER APPOINTMENTS –**
5 **EKATERINA GARCIA AND NIDRAH WATTS, ADMINISTRATIVE**
6 **INTERNS**

7 Correspondence has been received from Lisa Marin, Director of Human Resources
8 and Special Services, Harbor Department, requesting Civil Service Commission
9 approval to extend the non-career appointments of Ekaterina Garcia and Nidrah
10 Watts, currently employed as non-career Administrative Interns in the Division of
11 Human Resources & Special Services, Harbor Department. Staff has reviewed the
12 request and recommends that the Commission approve the extension in accordance
13 with Article V, Section 49 of the Civil Service Rules and Regulations.

14 **Facts for Consideration:**

- 15 • Section 49 of the Civil Service Rules and Regulations allows an appointing
16 authority to request an extension of a non-career employee's appointment if the
17 extension is deemed necessary in order for the appointing department to
18 function and/or provided that permanent appointments to those positions, which
19 are, in fact, permanent, are being pursued.
- 20 • Ms. Garcia and Ms. Watts are both assigned to the Human Resources Division
21 and are currently working on critical projects, which include updating and
22 development of two major initiatives, Pandemic & Communicable Disease
23 Emergency Policy and Computer and Technology Systems Security Policy.
24 These projects are vital to the Harbor Department's auditing process and
25 analysis of existing practices, and compliance with changing regulatory

standards. Commission approval of the request will allow Ms. Watts and Ms. Garcia the time needed to complete their current assignments.

- Ms. Nidrah Watts' non-career appointment began with the Harbor Department on January 5, 2009. As of September 11, 2009, Ms. Watts has worked 1125.1 working hours and will exceed the allowable 1,600 hours prior to her January 5, 2010 anniversary date. An extension of 500 hours will allow Ms. Watts to work beyond her 1,600-hour limit without loss of service to the City.
- Ms. Ekaterina Garcia's non-career appointment began with the Harbor Department on February 2, 2009. As of September 11, 2009, Ms. Garcia has worked 1124.5 working hours and will exceed the allowable 1,600 hours prior to her February 2, 2010 anniversary date. An extension of 500 hours will allow Ms. Garcia to work beyond her 1,600-hour limit without loss of service to the City.

A representative from the Harbor Department will be present to respond to any questions from the Civil Service Department.

DMD

10/2009 Ext of Non-Career Hours (Watts and Garcia) Doc

1 **DATE:** October 7, 2009

2 **TO:** Civil Service Commission

3 **FROM:** Mario R. Beas, Executive Director

4 **SUBJECT: REQUEST FOR EXCEPTION TO CIVIL SERVICE RULES AND**
 5 **REGULATIONS – ARTICLE VIII, SECTION 115(3) – REQUESTING**
 6 **EXCEPTION TO ARTICLE II, SECTION 7 OF THE CIVIL SERVICE**
 7 **RULES AND REGULATIONS – QUALIFICATIONS AND**
 8 **REQUIREMENTS FOR GENERAL MAINTENANCE ASSISTANT,**
 9 **LIMITING APPLICATIONS TO CITY EMPLOYEES AND LAID OFF**
 10 **EMPLOYEES**

11 As provided by Civil Service Rules and Regulations, Article VIII, Section 115 (3) –
 12 Exceptions to Rules May be Authorized, staff is recommending the Civil Service
 13 Commission consider an exception to Article II, Section 7 of the Civil Service Rules and
 14 Regulations – Qualifications and Requirements for the upcoming examination of the
 15 General Maintenance Assistant classification. Specifically, staff is recommending that
 16 the Commission approve the selection process for General Maintenance Assistant as
 17 an open-competitive examination restricted to: 1) current City employees, 2) former
 18 classified City employees who were terminated due to layoff in 2009, 3) former
 19 classified City employees on an active Civil Service priority list, and 4) former
 20 unclassified City employees, identified by the Human Resources Department as
 21 terminated by the City's recent reduction in force. Only those applicants meeting the
 22 minimum qualifications, as stated in the job opportunity bulletin, will be invited to
 23 participate in the examination process.

24 **Background Information**

25 The classification for General Maintenance Assistant is used by the Airport, Harbor,
 Parks, Recreation and Marine, and Public Works Departments. There is currently one
 vacancy in the Harbor Department.

1 Historically, the examination for this classification has been conducted as an open-
2 competitive process. A review of the examination history covering the last three
3 administrations reflects candidate pools averaging 47 applications with an average of 8
4 candidates selected from each eligible list. General Maintenance Assistant is a
5 classification that has generated interest from City employees as well as from
6 applicants outside the City. For many City employees, both permanent and non-career,
7 this may represent an opportunity for career advancement.

8 9 **Policy Requirements**

10 As per Civil Service Commission Policy 1.80, the following information is provided:
11

12 Purpose of the Request:

13 To provide the Harbor Department, and potentially other departments, an eligible list of
14 qualified City employees to fill the vacancy in the General Maintenance Assistant
15 classification while meeting the City Manager's restrictions to select City employees to
16 fill impacted vacancies. Even though the Harbor Department is under the jurisdiction of
17 a separate appointing authority, they are supportive of the City Manager's desire to
18 consider City employees for the current vacancy.

19 20 Applicable Section of the Rules and Regulations:

21 Civil Service Rules and Regulations, Article II, Section 7 – Qualifications and
22 Requirements, that specifies the Commission establish qualifications and minimum
23 requirements needed to compete in examinations for classified employment.
24
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1 How the Best Interests of the City will be Served by the Exception to the Rule:

2 Staff is proposing that the examination be conducted as an open-competitive
3 examination with the application pool restricted to current City employees and former
4 City employees affected by layoff. The minimum requirements to file would include 1)
5 current City employees, 2) former classified City employees who were terminated due
6 to layoff in 2009, 3) former classified City employees on an active Civil Service priority
7 list, and 4) former unclassified City employees, identified by the Human Resources
8 Department as terminated by the City's recent reduction in force. Applicants would
9 also need to meet experience, willingness and all other minimum requirements. Staff
10 believes this option is in the best interest of the City as the exception to the Rules and
11 Regulations will:

- 12 • maintain an examination process based on merit principles,
- 13 • generate an eligible list of qualified employees,
- 14 • provide career opportunities to City employees and to former City
15 employees affected by layoff,
- 16 • limit the expenditure of City resources necessary to conduct an examination
17 for large numbers of outside candidates, and
- 18 • eliminate requests for exceptions to Section 115 to bypass candidates on
19 the eligible list in order to reach internal candidates, and
- 20 • assist in opportunities for employees impacted by layoffs.

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22 Why the City's Best Interests are Not Being Served by the Current Civil Service Rules
23 and Regulations?

24 Current Civil Service Rules and Regulations require an examination to be conducted
25 either: 1) as an open-competitive examination, potentially bringing large numbers of

1 outside candidates into the process, or 2) as a promotional examination that would limit
2 the application pool to permanent City employees in specified classifications.

3
4 Staff does not recommend that this be conducted as a promotional examination with
5 requirements of seniority, ranking of the eligible list, and restrictions to classified
6 employees, but rather as an open-competitive examination restricted to: 1) current City
7 employees, 2) former classified City employees who were terminated due to layoff in
8 2009, 3) former classified City employees on an active Civil Service priority list, and 4)
9 former unclassified City employees, identified by the Human Resources Department as
10 terminated by the City's recent reduction in force. Promotional examinations are most
11 effective when there is a clear relationship between the skills acquired in a classification
12 and those needed in the higher-level classification and there is a sufficient number of
13 City employees meeting the promotional requirements. In regards to General
14 Maintenance Assistant, although there are qualified applicants within the City, General
15 Maintenance Assistant is a classification requiring skills in a variety of trades and a
16 clear promotional career path has not been established. Therefore, staff recommends
17 that candidates with 3 years of qualifying experience within the City or with similar
18 experience outside of the City be allowed to compete for permanent positions as
19 General Maintenance Assistant. As the examination has been conducted as an open-
20 competitive examination in the past, non-career employees would have had an
21 opportunity to compete for permanent employment as a General Maintenance
22 Assistant.

23 24 **Summary**

25 In conclusion, considering the City's continued financial challenges and the City
Manager's desire to hire only City employees, it is recommended that the Commission

1 approve the exception to Article II, Section 7 of the Civil Service Rules and Regulations
2 and approve the selection process for General Maintenance Assistant as an open-
3 competitive examination, but limit the candidate pool to current City employees and
4 former City employees affected by layoff. Staff has discussed these recommendations
5 with Harbor Department and all other user departments and has received agreement.
6 Staff is available to answer any questions that the Commission may have.

7
8 EXCEPTION TO THE RULES (GMA ASSOCIATE: 10/7/09)

1 **DATE:** October 7, 2009

2 **TO:** Civil Service Commission

3 **FROM:** Mario R. Beas, *MRB* Executive Director

4 **SUBJECT: REQUEST FOR AMENDMENT TO REQUEST – EXCEPTIONS TO THE**
5 **RULES MAY BE AUTHORIZED - ARTICLE VIII, SECTION 115(3) -**
6 **CIVIL SERVICE RULES AND REGULATIONS; REQUESTING**
7 **EXCEPTION TO ARTICLE II, SECTION 7 OF THE CIVIL SERVICE**
8 **RULES AND REGULATIONS - QUALIFICATIONS AND**
9 **REQUIREMENTS FOR ASSISTANT ADMINISTRATIVE ANALYST,**
10 **LIMITING APPLICATIONS TO CITY EMPLOYEES AND LAID OFF CITY**
11 **EMPLOYEES**

12 On September 30, 2009, Commissioned approved the request to consider an exception
13 to Article II, Section 7 of the Civil Service Rules and Regulations in regards to the
14 qualifications and requirements for the Assistant Administrative Analyst examination.
15 Commission approved the selection process for Assistant Administrative Analyst as an
16 open-competitive examination, but with a candidate pool limited to current City
17 employees. In response to Commission's request to include former City employees
18 affected by layoff in the candidate pool, staff is requesting an amendment to the initial
19 exception request.

20 **Amendment**

21 As provided by Civil Service Rules and Regulations, Article VIII, Section 115 (3) –
22 Exception to Rules May be Authorized, staff is recommending the Civil Service
23 Commission consider an exception to Article II, Section 7 of the Civil Service Rules and
24 Regulations – Qualifications and Requirements for the current recruitment of the
25 Assistant Administrative Analyst classification.

Staff is recommending that the Commission approve the selection process for Assistant
Administrative Analyst as an open-competitive examination with the applicant pool

1 restricted to: 1) current City employees, 2) former classified City employees who were
2 terminated due to layoff in 2009, 3) former classified City employees on an active Civil
3 Service Department priority list, and 4) former unclassified City employees, identified by
4 the Human Resources Department as terminated by the City's recent reduction in
5 force. Only those applicants meeting the minimum qualifications, as stated in the job
6 opportunity bulletin, will be invited to participate in the examination process.

7 8 **Conclusion**

9 If the Commission approves today's request, staff will allow the former employees
10 identified above into the examination process for Assistant Administrative Analyst.
11 Additionally, staff, in concert with the Human Resources Department, will notify the
12 former employees, both classified and unclassified, that the job opportunity is open to
13 them, provided they meet the minimum qualifications.

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15 SR100709AAA – amend except to CSR 115
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GENERAL MAINTENANCE ASSISTANT

Job Number: 06

SALARY RANGE:

\$1,301.60 to \$1,778.72 Biweekly
\$2,830.00 to \$3,867.00 Monthly
2% salary increase pending

Applications and Supplemental Applications are available: 7:30 a.m. to 4:30 p.m., October 9 through October 23, 2009. Completed Applications and Supplemental Applications must be received in the Civil Service Department by 4:30 p.m., October 23, 2009. Postmarks will not be accepted.

REQUIREMENTS TO FILE: Open to: 1) current City employees, 2) former classified City employees who were terminated due to layoff in 2009, 3) former classified City employees on an active Civil Service priority list, and 4) former unclassified City employees, identified by the Human Resources Department as terminated by the City's recent reduction in force.

Three (3) years full-time experience in general building maintenance and/or construction and repair, including a variety of carpentry, electrical, mechanical, masonry, painting, plumbing, heating and related work. Proof of recent vocational training in the Industrial Arts may be substituted on a year-for-year basis, for up to one year of the required experience.*

A working knowledge of basic electricity, plumbing, carpentry, and related trades; safe and efficient work practices; a variety of common maintenance and repair tools, materials and techniques.

Ability to safely and efficiently use a variety of hand and power tools, equipment and materials; read and interpret drawings and blueprints; effectively communicate both orally and in writing.

If selected, candidates may be required to attend training for the handling of asbestos and lead.

Proof of a valid motor vehicle operator's license at time of appointment. (A current DMV driving record must be submitted to the hiring department at time of selection interview.) Some positions may require a Class A or B motor vehicle operator's license. Candidates hired into Class A or B positions may be subject to the alcohol and drug testing requirements by the Department of Transportation.

(Requirements to File cont.) Willingness to work odd hours, on call, weekends, holidays, nights, shifts, and overtime as required.

***Applications will not be processed until all required proofs are received. Any required proofs, such as certificates, diplomas, licenses, or transcripts, must be received in the Civil Service Department by 11:59 p.m., October 28, 2009. Documents may be received in person, via email civilservice@longbeach.gov or fax to (562) 570-5293.**

EXAMPLES OF DUTIES: Under general supervision, performs a wide variety of semi-skilled maintenance, repairs and alterations on City facilities, equipment and fixtures; uses or operates a variety of hand, power, shop, and pneumatic tools or equipment to perform minor carpentry, window glazing, plumbing, mechanical, masonry, concrete and minor electrical repairs; salvages used equipment and materials; prepares and paints a variety of surfaces, using brush, roller or spray equipment; performs minor gas and arc welding, brazing and soldering; and performs other related duties as required.

EXAMINATION WEIGHTS:

Application and Supplemental Application..... Qualifying Performance Test.....100%

The performance test will measure knowledge and ability to use proper tools, equipment, materials and techniques to perform minor maintenance, repair and installation assignments in the following areas: carpentry, electrical, metalwork, and plumbing. Ability to communicate, both orally and in writing, will also be measured.

A minimum rating of 70 must be attained in each part of the examination. Certification by score bands will be considered based on an analysis of test results.

The performance exam is tentatively scheduled to the week of November 16, 2009. If you have not received notification by November 11, contact the Civil Service Department at (562) 570-6202.

This information is available in an alternative format by request at (562) 570-6202.

J.O.B. J23NN-10 SA GMA JOB 2009

10/07/09